



Coronavirus Relief Fund (CRF): Suburban Cook County Township Application Process

October 1, 2020

Agenda

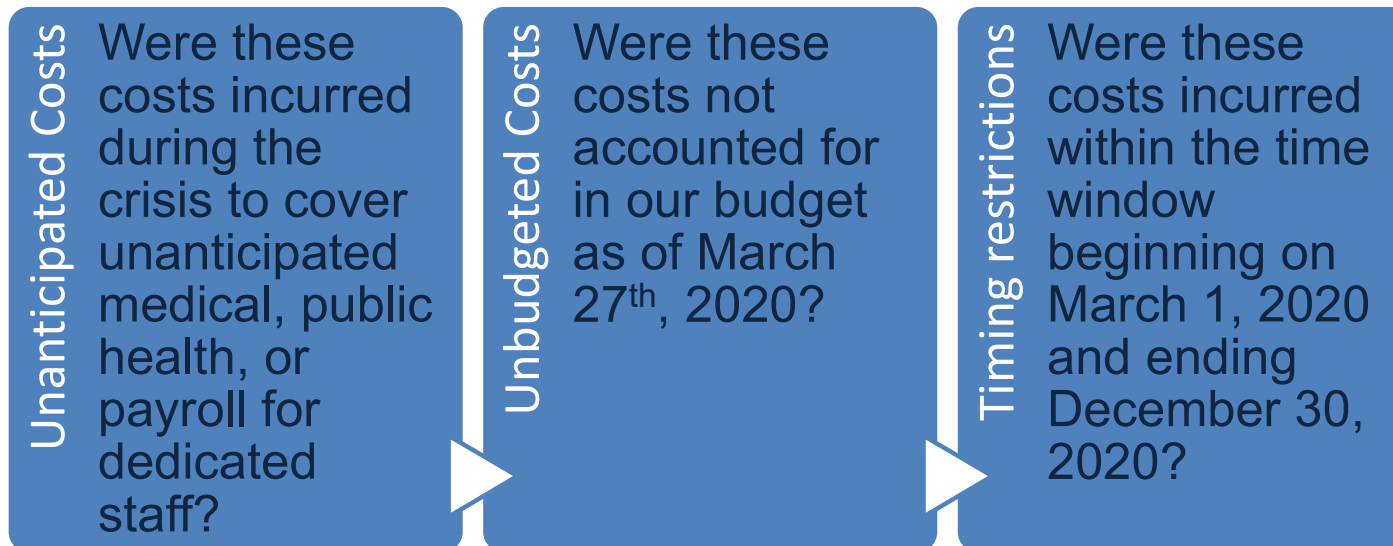
- Introductions
- Cook County Coronavirus Relief Fund (CRF) Financial Guidelines & Requirements
 - Application Overview
 - Important Deadlines
 - Resources
- Application Details
- CRF: What's Eligible? What's Not?
- Questions

Introductions

Cook County Coronavirus Relief Fund (CRF) Financial Guidelines & Requirements

CRF Application Overview

- Cook County Suburban Townships can apply now for reimbursement of previous and expected direct expenditures related to COVID-19, up to the amount of your respective allocations
- Cook County Suburban Townships must demonstrate the necessity and CRF eligibility of their COVID-19 related expense through the Funding Request Application



CRF Application Overview

Application

- Townships can access the application via the County website
- Applications are submitted via e-mail
- Applications are reviewed for completeness and eligibility of incurred or planned expenses
- Distributions are made against the individual allocation



CRF Application: Important Deadlines & Requirements

Application Process: Open through October 30

- Townships may apply today for expense reimbursement and/or expenses to be incurred by December 30, 2020
- Apply by October 30, 2020

CRF Application: Important Deadlines & Requirements

Cook County reserves the right to conduct an audit of Suburban Township CRF reimbursements for consistency with Federal Treasury Guidelines.

- CRF disbursements will be made based on a determination of eligibility of the cost under federal funding sources provided to address COVID-19
- CRF funding should only be used for CRF-eligible purposes
- All invoices and expenditures related to the use of these funds will be uploaded and tracked in a database managed by Cook County
- All applicants must have a signed Intergovernmental and Subrecipient Agreement as a part of their application that acknowledges the commitment to apply CRF funding to eligible expenses

The County is committed to providing guidance and assistance on eligibility, application process, and compliance related questions from our Townships throughout this process!

CRF Application: Resources

PMO Application Question Support

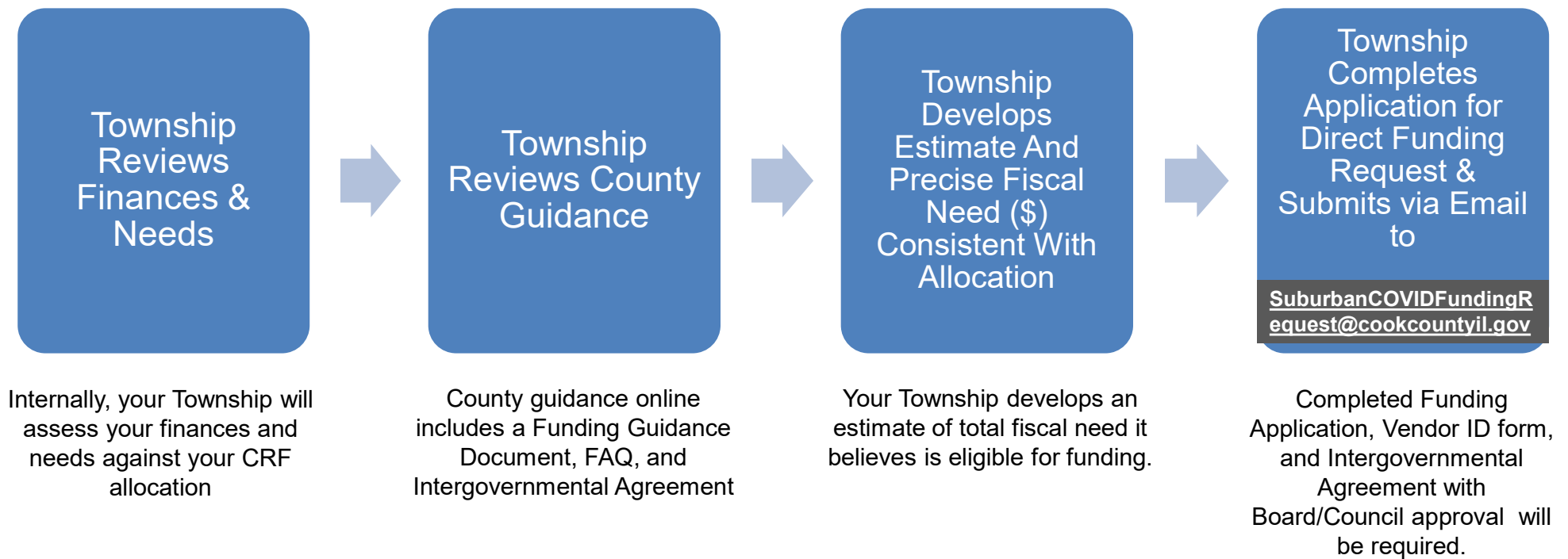
- Connect with the PMO on a weekly basis for any questions related to application submission
- Tuesdays from 10:00-11:00 a.m.
- Submit your questions to SuburbanCOVIDFundingQuestions@cookcountyil.gov

Helpful Links

- [Cook County Application Site](https://www.cookcountyil.gov/service/care-s-act-information-local-governments)
<https://www.cookcountyil.gov/service/care-s-act-information-local-governments>
- [Cook County Application Guidance and FAQ Document](#)
- Federal guidance on CRF expense eligibility: [Federal Treasury Site with CRF Guidance](#)
- FEMA Assistance: [Illinois Emergency Management Agency](#)

Application Details

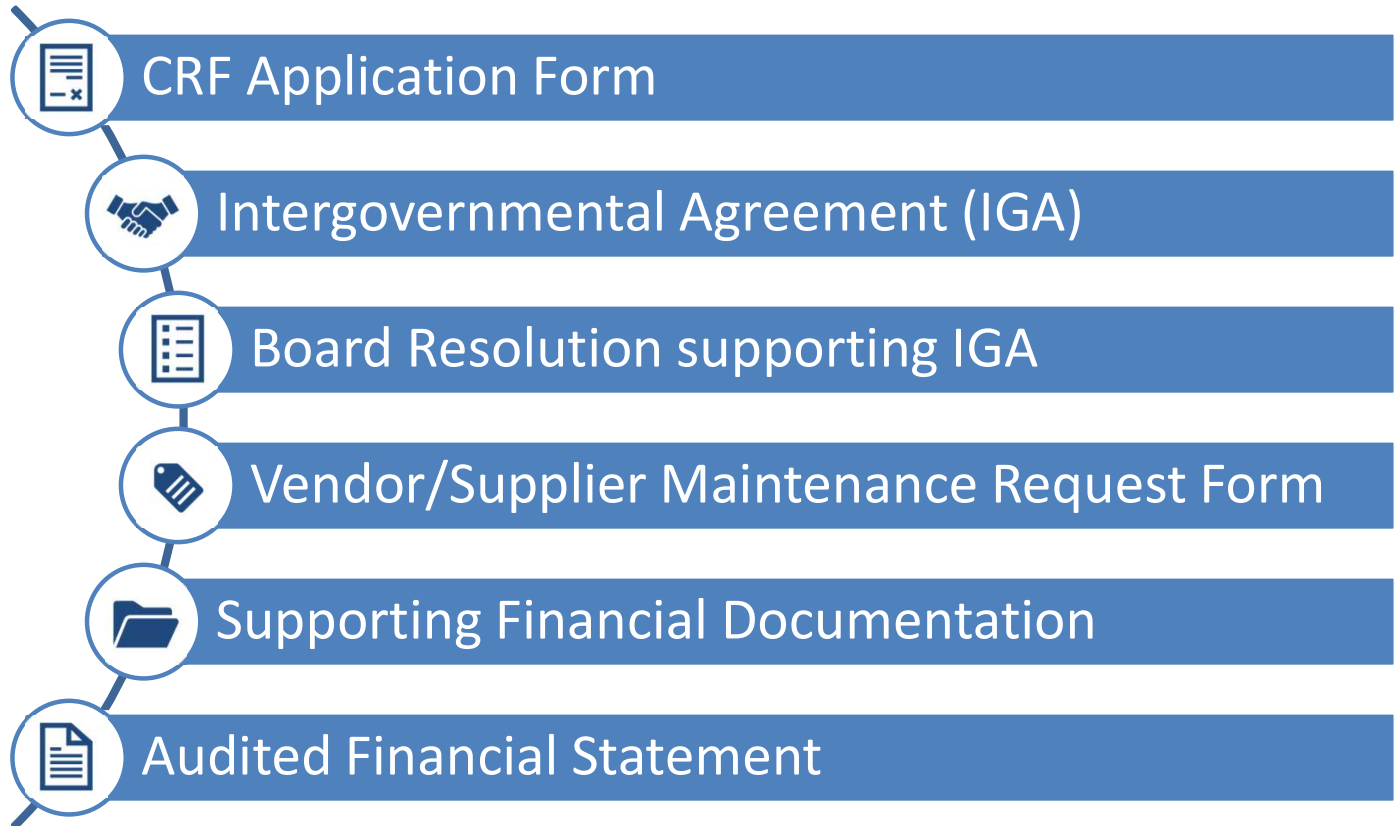
Application Process



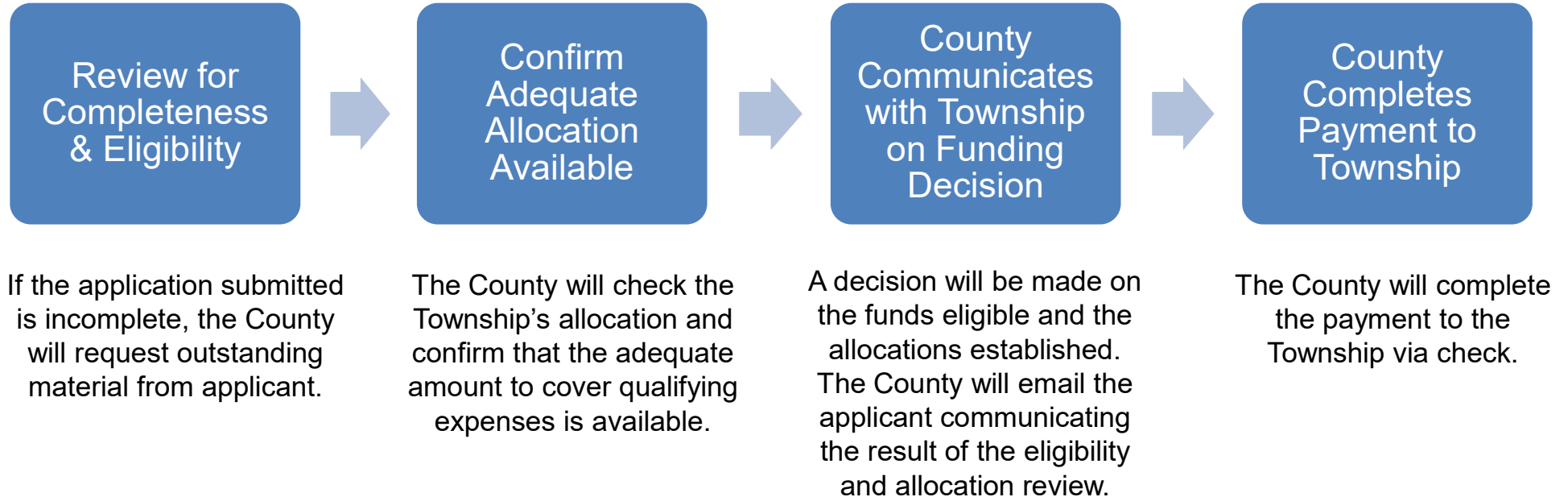
Required Documents

Please turn in all 6 of these document types below when you submit your application.

Application forms that are not signed and not accompanied by the forms below will be returned to the sender for more information.



Application Process: Review



What's Eligible? What's Not?

Guidance: CRF Reimbursable Expense Examples

Examples of expense types with the clearest guidance from the US Treasury as eligible expenses include:

Public Health & Safety Payroll	Personal Protective Equipment	Plexiglass Screens
<ul style="list-style-type: none">• Example: straight time, benefits for Police Officers and Fire Protection Staff on duty	<ul style="list-style-type: none">• Example: masks & gloves	<ul style="list-style-type: none">• Example: plexiglass screen for reception desk in municipal facility
<p>Documentation</p> <ul style="list-style-type: none">• List of employees and their job titles• Timesheets for the period when costs were incurred• Hourly rate or pay of these employees	<p>Documentation</p> <ul style="list-style-type: none">• Itemized list of expenses with totals• Corresponding receipts/invoices• General ledger export of expenses	<p>Documentation</p> <ul style="list-style-type: none">• Itemized list of expenses with totals• Corresponding receipts/invoices• General ledger export of expenses

Remember to include detailed descriptions of all expenses and how they relate to your township's COVID-19 Response!

Notes on Capital Expenses

Some expenses traditionally considered to be capital expenses may be CRF-eligible, but in general must meet the criteria that:

- Any such expenditure is necessitated by the response to COVID-19;
 - Expenses associated with capital upgrades must be incurred by December 30, 2020; and
 - The expense was not previously budgeted
-
- “If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects. However, Fund payments may be used for the expenses of, for example, establishing **temporary public medical facilities and other measures to increase COVID-19 treatment capacity** or improve mitigation measures, including related construction costs.” (FAQ28)
 - “...fund recipients may use payments from the Fund to upgrade public health infrastructure, such as providing individuals and families access to running water to help reduce the further spread of the virus. As required by the CARES Act, expenses associated with such upgrades must be incurred by December 30, 2020.” (FAQ54)

Ineligible CRF Expenditures

Federal guidelines identify certain expenses that are ineligible for reimbursement through the CRF

- Expenses for the State share of Medicaid
- Damages covered by insurance
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Expenses that have been or will be reimbursed under any federal program*

*Such as the reimbursement by the Federal Government pursuant to the CARES Act of contributions by States to State unemployment funds

Expense Eligibility: Recap

Eligible Expenses

- ✓ Public Health and Safety payroll
- ✓ Payroll for other employees diverted to COVID-19 response
- ✓ PPE not covered by FEMA
- ✓ Health Protocol equipment (plexiglass, etc.) not covered by FEMA
- ✓ Unbudgeted legal fees connected to COVID
- ✓ Hazard pay
- ✓ 25% FEMA match
- ✓ AV equipment

Ineligible Expenses

- ✗ Expenses already covered by another funding source
- ✗ Non-COVID related expenses
- ✗ Expenses accounted for in the Township's budget as of March 27, 2020
- ✗ Expenses exceeding the total allocation for the Township
- ✗ Expenses occurring outside the range March 1, 2020 through December 30, 2020

Questions?

Frequent Questions

Q: Where can I find the County Application, Job Aid, FAQ, Funding Guidance Document, and Intra-Governmental Agreement?

A: These documents can be found on the [Cook County COVID-19 website](#).

Q: Where do I submit the application?

A: Applications should be submitted via email to:
SuburbanCOVIDFundingRequest@cookcountylil.gov;

the address is also published on the Cook County COVID-19 Funding Response Plan website.

Frequent Questions

Q: Can an application request funds for an anticipated expense not yet incurred?

A: Yes, a Township can apply for expenses it believes are eligible and expects to incur before December 30, 2020.

Q: How long will it take to be notified of a decision? How long will it take to receive a payment?

A: The County will aim to return a decision to applicants within 5-10 business days after the application is submitted, and aim to cut checks within 5-10 business days after the funding decision is communicated, resulting in a net 30 calendar days turnaround-cycle.

Frequent Questions

Q: If an application is partially approved or not approved, can a Township submit another application with different costs incurred at a later date?

A: Yes, a Township can apply at a later date to cover costs it believes are eligible.

Q: What is the deadline for applications?

A: Applications are reviewed on a rolling basis, so applying as soon as possible is advised and **no later than October 30, 2020**

Frequent Questions

Q. Are Townships required to apply to FEMA to be eligible for CRF Funds?

A. No, applying to FEMA is not a requirement to be eligible for CRF funding, but it is strongly recommended that applicants also apply to FEMA.

Appendix

Sample Application



Cook County Suburban Municipality Application for Coronavirus Relief Funds

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County Suburban Municipality Application for Coronavirus Relief Funds (the "application") must be submitted in the form and manner as described herein and include all required documentation. Please see the attached Funding Guidance and Frequently Asked Questions document for detailed information and instructions on the application process and how a suburban municipality, township or fire protection district may apply for an allocation of funding. Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to SuburbanCovidFundingQuestions@cookcountyil.gov. Completed applications must be submitted via email to: SuburbanCovidFundingRequest@cookcountyil.gov. Please note that incomplete applications may cause a delay in processing.

General Information		
Organization Name	Name of Requesting Official	Submission Date
Riverview Park	Jane Doe	July 1, 2020

Request Description and Background Information

Explain *what* the expenditure will be or has been utilized for (materials, projects, services, etc.):

These expenditures will be used to cover the costs of installing clear barriers in all Riverview Park facilities where our staff interact regularly with the public. This group of projects will include the costs of both materials and the cost of labor to build and install these guards. We will be purchasing large sheets of plexiglass to create transparent shields and office partitions that will allow our staff to interact safely with our citizens. We will also be utilizing one of our regular contract carpenters to complete the installation.

Provide detailed explanation of what was purchased or intended expenses

Sample Application

Provide detailed explanation on how the expenses directly relate to the public health emergency

Indicate the total amount requested (project specific and date specific to the extent possible):

\$75,000

Explain *how* expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.

- What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?
- What segment and size of the population is the project expected to serve or has served?
- How is the success of this project related to other projects?
- What are the projected consequences, if the request is not approved or project is not reimbursed?

These guards will allow us to protect our employees and reduce the spread of germs and bacteria with clear plastic barriers, sneeze guards, protective face shields. Coronavirus has rapidly forced us to change the way we do business and how we interact with citizens. Our employees will feel more comfortable returning to work, reopening, and serving the public when they feel they are safe.

We have six facilities where the general public enters the city's indoor office spaces regularly. Each of these spaces includes walk-up windows and service desks. Riverview Park sees a through-put of about twenty-five customers at each location per day.

We expect that by successfully completing this project, along with deploying additional disinfection procedures, we will help to mitigate the spread of COVID-19 while also maintaining our operations and serving the public.

If we cannot complete this project, our public-facing staff and our citizens will lose confidence in the cleanliness and safety of our facilities.

Are any requested funds expected to be expended after December 30, 2020?

No

If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (*please be as precise as possible*)?

Because of delays in the availability of materials, the anticipated timeline for acquiring the materials, and then constructing all partitions and guards is September 29th to October 10th.

Indicate intent of future spend

Sample Application

Indicate if previously applied for FEMA funding for eligible COVID-19 related expenses

<p>If expenditures are FEMA-eligible, has applicant already requested FEMA reimbursement for such expenditures? If so, please provide Applicant #. If not, why not? Please explain: We have already applied to FEMA for other expenses that were directly related to the emergency.</p>	Yes
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Cook County Reimbursement Information: Cook County ("County") can only utilize Coronavirus Relief Funds ("CRF") for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

Description	Indicate CRF Eligibility Category
<p>The Coronavirus Relief Fund is used to cover costs that:</p> <ul style="list-style-type: none"> Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. 	<p><input type="checkbox"/> Medical expenses</p> <p><input type="checkbox"/> Public health expenses</p> <p><input type="checkbox"/> Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.</p> <p><input type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures.</p> <p><input type="checkbox"/> Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency.</p> <p><input type="checkbox"/> Any other COVID-19 - related expenses reasonably necessary to the function of government that satisfy the fund's eligibility criteria.</p>

Department of the Treasury [Coronavirus Relief Fund Frequently Asked Questions](#)

Required Attachments

- Project and/or Program Budget
- Relevant invoices and/or receipts (if seeking reimbursement)
- Copy of your most recent annual financial statement as audited by a registered CPA

Signatures and Certification

1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying municipality to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures.

Identify types of expenses

Sample Application

Ensure Finance Liaison and Organization Head sign application before submission

2. I understand that should this application be approved; an Intergovernmental and Sub-recipient Agreement will need to be executed between the parties.

3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application.

4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- Were not accounted for in the budget most recently approved as of March 27, 2020; and
- Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Municipality or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the Municipality has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.

Finance Liaison (signature)	Finance Director Title	July 1, 2020 Date
John Doe Finance Liaison (printed name)		
Organization Head (signature)	City Manager Title	July 1, 2020 Date
Jane Doe Organization Head (printed name)		

Effective: [__NA__]

Notes on Payroll: Substantially Dedicated

Payroll and benefits expenses for public safety, public health, health care, human services, and similar employees are considered by the Federal Treasury to be CRF eligible as “substantially dedicated” to your COVID-19 response

- **“...public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel.”**
- **“Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel.”**

More Notes on Payroll: Substantially Different

Costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions, are considered CRF-eligible

- **Substantially Different payroll costs must be itemized on a case-by-case basis**
 - Costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures
 - Costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty's ordinary responsibilities.
- **Similarly, Hazard Pay for Substantially Dedicated employees is eligible, but must be itemized on a case-by-case basis**
 - Hazard pay means additional pay for **performing hazardous duty or work involving physical hardship**, in each case that is related to COVID-19; hazard pay cannot be claimed for employees across-the-board
 - Workforce bonuses, other than hazard pay or overtime, are deemed ineligible expenses